Vendors and the RDS Program

Vendors and RDS

- Transferring retiree data to the RDS Center via Mainframe
- Receiving retiree data from the RDS Center (response files)
- Receiving notifications from the RDS Center (weekly notification files and daily online)
- Processing retiree data received from the RDS Center (response and weekly notification files)
- Registering as a Vendor with the RDS Center
- Transferring cost data to the RDS Center

Transferring Retiree Data to the RDS Center via Mainframe

- Does a Vendor need to communicate to the RDS Center each application for which they are submitting retiree data?

- What if I want to change my retiree submission method from upload to mainframe?

- What if I want to switch Vendors?

- Can a Vendor submit a retiree file with multiple Plan Sponsors and/or applications?

- Can we receive retiree files from multiple sources for a single application?

Inform RDS Center With Each New Application

- Advise RDS Center EDI Rep when:
  - Sending retiree data for additional new application for an already approved Plan Sponsor
  - Working with new Sponsor
  - Or submitting new plan year for same Sponsor

Switching from Upload to Mainframe

- When switching submission methods, do not change the retiree submission method until the appropriate mainframe connections to the RDS Center are established and tested.

- Submit a new initial retiree file to the RDS Center using the new submission method.

- Each retiree must be associated with a Vendor or a Plan Sponsor in order for the file transmitter to receive Weekly Notification Files.

Switching Vendors

- When switching Vendors, the new Vendor must submit a new initial retiree file to the RDS Center.

- Each retiree must be associated with a Vendor or a Plan Sponsor in order for the file transmitter to receive Weekly Notification Files.

Multiple Plan Sponsors and/or Applications

- The initial retiree list *MAY ONLY* be submitted by one source for an application.
- The monthly <u>ADD/UPD/DEL</u> files *MAY* be submitted by multiple Vendors/Plan Sponsors for an application.
- You may transfer retiree information via Connect:Direct for more than one application at the same time if each file has its own Header Record, Detail Record, and Trailer Record.
  - Application 1596 Header Record
  - Detail Record 1
  - Detail Record 2
  - Application 1596 Trailer Record
  - Application 2486 Header Record
  - Detail Record 1
  - Detail Record 2
  - Application 2486 Trailer Record

Receiving Retiree Response Files from the RDS Center

- How do I know when the response is available?

- How long before I receive the response file?

- What if there was a problem with the file?

- How do I interpret the reason codes and subsidy periods?

- How do I resolve individual retiree determination disparities?

Receiving Response Files

- Initial retiree files should be processed and a response file sent within 5 – 7 calendar days after conditional approval.

- Monthly <u>ADD/UPD/DEL</u> files should be processed and a response file sent 3 – 5 calendar days after the file is submitted.

Retiree Files Levels of Validation - Mainframe

- Level 1 – Validates file is in the correct layout and basic content is OK.

  - Applicable to mainframe only
  - If file does not pass Level 1 validation, a transmission failed message is returned to the submitter

- Level 2 – Validates crucial fields such as Application ID and UBOI

- Level 3 – Validates retiree eligibility at MBD

Application ID

Application List

Application Number	Name	Application Status	Plan Start and End Dates	Payment Setup Status	Actions
14770	debs test	Incomplete	March 01, 2005–February 28, 2006	Not Applicable	Select One ▼ Go
15832	EGF Test 032106	Incomplete	January 01, 2006–December 31, 2006	Not Applicable	Select One ▼ Go
16472	BobTesting	Incomplete	January 01, 2006–December 31, 2006	Not Applicable	Select One ▼ Go

Unique Benefit Option Identifier (UBOI)

Examining Reason Codes

Termination date	PIC X(08)	coverage. See Reason Code list for how these dates are filled in combination with specific scenarios.
Filler	PIC X(38)	Spaces

Response File Reason Codes	
Code	**Description**
00	If a record has a Reason Code of 00 and a Determination Indicator of "Y," the row has been accepted by the RDS Center. If a record has a Reason Code of 00 and a Determination Indicator of "N," the subsidy period you requested for the retiree is outside the range of the plan year for the application, or the subsidy end date you requested is before 01/01/2006, the beginning of the RDS Program.
01	Application did not meet filing deadline – The Application was not submitted more than 90 days before the plan year start date.
02	Invalid Application number – The Application ID in the record you sent is not a valid Application in the RDS System. Please ensure the Application ID is submitted EXACTLY as it appears in the RDS Secure Web Site.
03	Invalid last name - Field Contains Spaces or is Numeric
04	Invalid first name - Field Contains Spaces or is Numeric
05	Invalid date of birth – Must be a valid date in CCYYMMDD format
06	Invalid gender - Must be 0=gender unknown, 1=male, or 2=female
07	Invalid coverage effective date – Must be a valid date in CCYYMMDD format
08	Invalid coverage termination date – Must be a valid date in CCYYMMDD format
09	Invalid unique benefit option identifier - You have submitted a retiree file with a UBOI that does not precisely reflect the UBOI on your application.

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Individual Retiree Determinations

- Verify that the retiree's information was entered correctly (Name, SSN, Date of Birth, and Gender).

- If applicable, change the information accordingly and resubmit an add/update/delete retiree file for that retiree.

- If a retiree is rejected due to enrollment in a Medicare Part D drug plan despite the retiree's belief he or she is not enrolled in Medicare Part D resubmit the retiree's information to the *RDS* Center via an add/update/delete file.

Receiving Notifications from the RDS Center

- How will I receive the notifications?

- How will I know when it is available?

- How will I identify a notification file versus a response file?

- What data is included in the notification file?

- How do I interpret the reason codes and subsidy periods?

- What should I do with the notification information?

Receiving Daily Notification Information

- Medicare Part D Enrollment Rejections

RDS Secure Web Site

HOME   LOG OUT

Part D Enrollment Rejection Notifications

Notify Date	Beneficiary Name	Date of Birth	Plan Option	Subsidy Begin Da...
November 30, 2005	Renquist MAX	March 19, 1941	LT25U	January 1,
November 30, 2005	Smith JOHN	May 30, 1941	GT25U	January 1,
November 30, 2005	Transky Tom	September 8, 1948	GT25U	January 1,
November 30, 2005	SCOTT MIRANDA	July 4, 1925	LT25U	January 1,
November 30, 2005	ALEXIYEV RANDOLPH	August 16, 1924	GT25U	January 1,
November 30, 2005	WATERS WANDA	June 4, 1949	GT25U	January 1,
November 30, 2005	WANDA TONDA	April 30, 1940	LT25U	January 1,
November 30, 2005	LAROUX MICHELLE	June 8, 1912	LT25U	January 1,
November 30, 2005	PROUST CONNIE	July 22, 1902	GT25U	January 1,
November 30, 2005	RANDOLPH WILLIAM	May 15, 2025	GT25U	January 1,

40 alert notifications found, displaying page 1 of 4.[Prev] **1**, 2, 3, 4 [Next]

Return to Application List

Receiving Weekly Notification Information

- Weekly Notification File sent every Friday if applicable

- Current application submission method determines if weekly notification file are transferred via mainframe or posted to RDS Secure Web Site

- Account Manager and Designee with file submission privileges (if applicable), will receive an e-mail indicating that weekly notification files are available

Notification File Naming Conventions

- RDS Secure Web Site Upload - The Weekly notification file name will include the Plan Sponsor ID, Application ID, and Creation date. For example Notify_12345_6789_20051118 would be the Weekly Notification File for plan sponsor 12345 application 6789 created on 11/18/2005 (20051118).

- Mainframe – When setting up the connection, the Vendor or Plan Sponsor can define different data set names for response files and notification sets.

- VDSA – The header will contain 'NMSR' for a response file, and an 'RDSU' for a weekly notification file

Reviewing Weekly Notification Information

- Reason Codes
  - **10 Enrolled in Medicare Part D**
  - **11 Not eligible for Medicare**
  - **12 Beneficiary is deceased**
  - **20 Beneficiary attempted to enroll in Medicare Part D and received initial rejection**
  - **21 New Medicare information has been received, resend this beneficiary's record**

Mainframe Retiree File Processing Flow
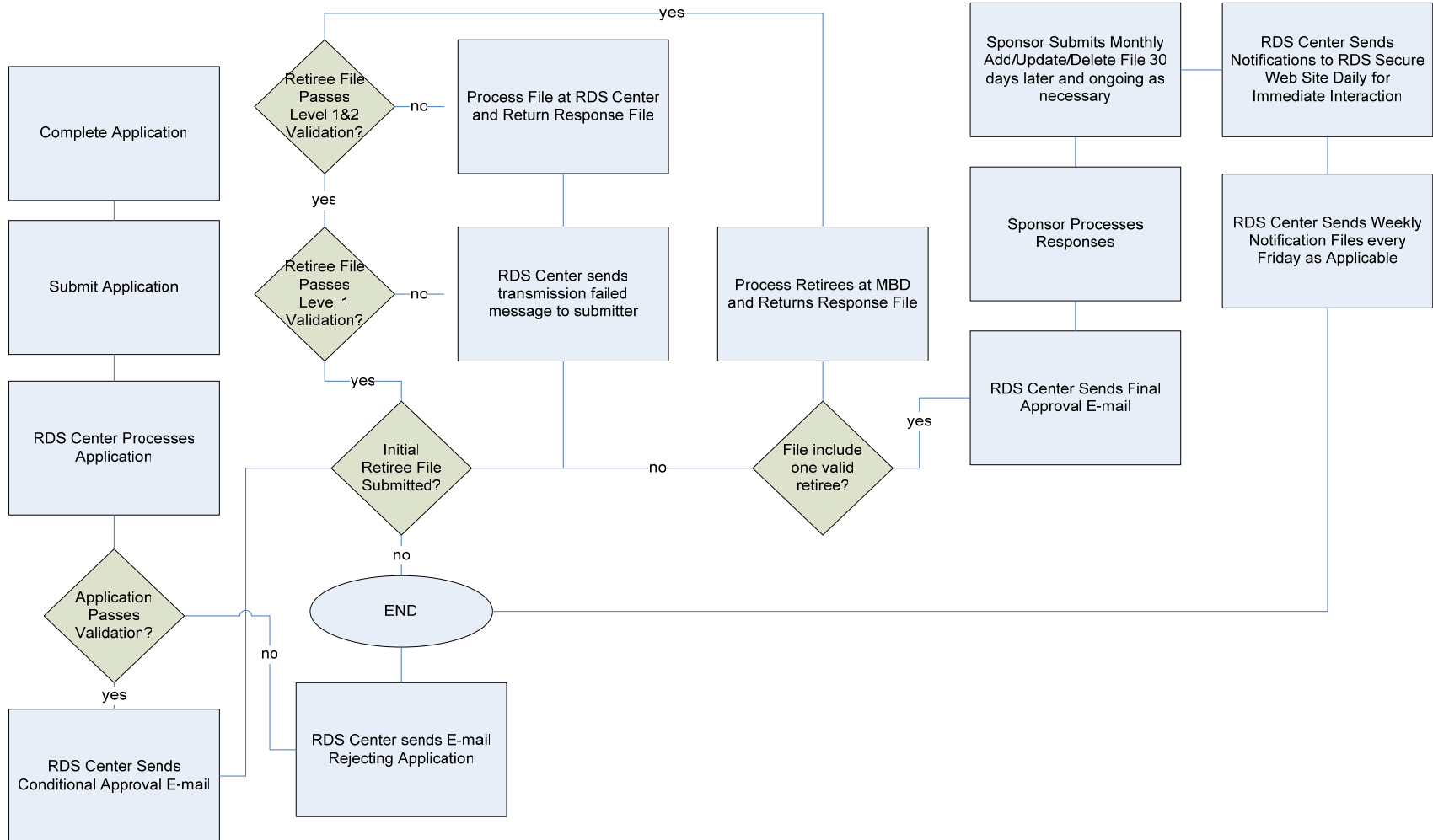
Registering as a Vendor with the RDS Center

- Vendors submitting cost data on behalf of a Plan Sponsor *must* obtain a Vendor ID from the RDS Center.

- If a Vendor currently has a Vendor ID related to the RDS retiree file processing, the RDS Center will allow them to use their current Vendor ID; however, they *must* call their RDS EDI Representative for confirmation.

- If a Vendor plans on submitting cost data both via mainframe-to-mainframe and data entry in the RDS Secure Web Site, they will need a Vendor ID for each cost reporting method.

Submitting Cost Data to the RDS Center

- Cost data can be submitted either via mainframe or data-entry in the RDS Secure Web Site (SWS)

- Step-by-step instructions on how to submit cost data via data-entry in the RDS Secure Web Site will be available on the RDS Program Web Site the last week in June

- Information about mainframe cost data report submissions was published in RDS Program Web Site announcement 6/12/2006

Vendors & Payment Setup

- Assign Payment/Cost Privileges to Designees
  - Is the Vendor providing cost reports using data entry on the RDS Secure Web Site?
  - Is the Vendor providing cost reports via mainframe and the Plan Sponsor would like an individual employed by the Vendor to also be able to view the cost reports transferred via mainframe displayed in the RDS Secure Web Site?

Vendors & Payment Setup

- Specify Vendors for Cost Reporting
  - If using a Vendor to report costs, click "Yes" and enter the appropriate Vendor ID.
  - Identify the Cost Reporters that are associated with the respective Vendor if applicable.
  - If the Vendor ID is associated with the data entry cost submission method, a Designee **must** be assigned.
  - If the Vendor ID is associated with the mainframe cost submission method, a Designee is optional.
  - If, after payment setup is complete, a Vendor needs to be added, simply revise Step 4 and add the new Vendor. Any prior Vendors will need to remain to accommodate revised cost reports if necessary.

Vendors & Payment Setup

- Assign Benefit Options to Cost Reporters
  - You **must** associate Cost Reporters (either Plan Sponsors or Vendors) to specific Benefit Options so the RDS Center knows who is reporting cost data for what benefit option
  - You must also associate Cost Reporters (non-Vendor) to a submission method
  - For Vendors the submission method will default to the submission method associated with the Vendor ID

Vendor Submitted Cost Data

- Cost data transferred via mainframe will display in the RDS Secure Web Site

- Authorized Representative, Account Manager and Designee(s), with cost report privilege, associated with Vendor submitting data will be able to view cost data

- Will not be editable from the RDS Secure Web Site and can only revise data by submitting in subsequent mainframe files

Outreach Reminders

- RDS Program Web Site: http://rds.cms.hhs.gov/
- Online RDS Secure Web Site Help
- RDS Cost Reporting and Payment Training Webinar - June 29, 3:00EST
- New Interim Cost Reporting and Payment Request Functionality - July 1
- Payment Follow-up National Call - July 27
- New Application/Sponsor National Call - August 24
- How to Register/Apply Webinar – August TBD

Thank you.